

How to Read Your Paycheck through PeopleSoft Employee Self Service

- Log onto Employee Self Service (ESS) through <a href="http://ess.dc.gov">http://ess.dc.gov</a>.
- Select Self Service, then select Payroll and Compensation.
- Click View Paycheck.
- Questions? Contact Human Resources via email at dcps.hranswers@dc.gov.

#### STEP 1: REVIEW YOUR PERSONAL INFORMATION.

## View Self Service Paycheck

Mary Q. Teacher

**Net Pay:** Total amount paid to you after taxes and deductions.

If you received a paper check, this is the address where it

Confirm that your address is correct.

was mailed.

Confirm Location, Job Title, and Pay

Confirm that your tax data is correct for both Federal and State.

 Company:
 Net Pay:
 \$1,435.18

 District Of Columbia Govt
 Pay Begin Date:
 08/12/2012

 Address:
 Pay End Date:
 08/25/2012

 441 4th Street, NW
 Check Date:
 09/07/2012

 Suite 480 North
 View a Different Paycheck

neral			
ame:	Mary Q. Teacher	Business Unit:	DCGOV
mployee ID:	00097881	Pay Group:	DCPS Schools
ddress:	400 S. Street NE	Department:	GAX00002944 - Seaton ES
	Unit 203 Washington, DC 20002	Location:	SEATON ES
	Washington, DC 20002	Job Title:	TEACHER, ELEMENTARY
		Pay Rate:	\$53,752.99 Annual
x Data			
ed Marital Status	:: Single	DC Marital Status:	Single
ed Allowances:	0	DC Allowances:	0
ed Addl Percent	0.000	DC Addl Percent:	0.000
ed Addl Amount	80.00	DC Addl Amount:	\$0.00

- If your address is incorrect and you did not receive your paycheck, complete the attached Application for Stop Check Payment Form and submit to the DCPS Payroll Office via fax (202) 442-5306.
- If you recently moved and need to change your address, submit those changes in the Personal Information section of ESS.
- If you need to update your Tax Data, submit those changes in the Payroll and Compensation section of ESS. You must be connected to a networked DCPS computer and use the site <a href="http://pshcm.dc.gov">http://pshcm.dc.gov</a>
- To enroll in Direct Deposit, log onto <a href="http://pshcm.dc.gov">http://pshcm.dc.gov</a> using a computer connected to the DCPS network.

#### STEP 2: REVIEW YOUR EARNINGS AND DEDUCTIONS.

Current – Earnings, Taxes, & Deductions for this pay period. YTD - Earnings, Taxes, & Deductions for the calendar year.

If you began working on 8/20/2012, you will be paid for 80 regular hours.

Federal and State Taxes will be deducted. ET employees do not pay into Social Security (FICA).

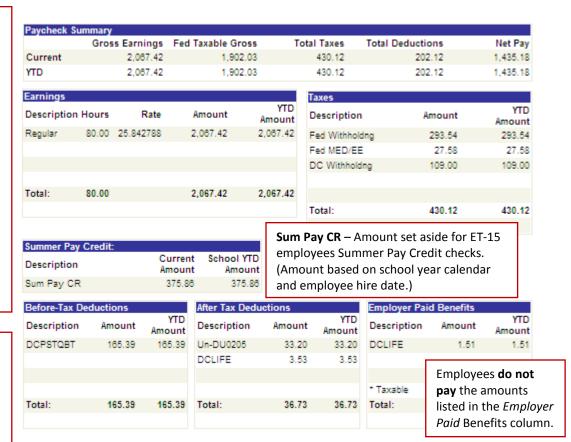
**Before Tax** and **After Tax deductions** for benefits, union dues, and retirement.

**DCPSTQBT:** DC Teachers

Retirement

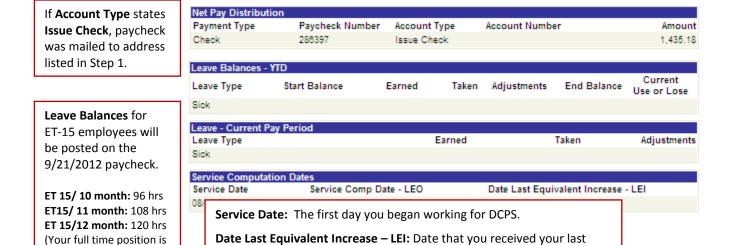
year round)

Un-DU0205: Union Dues



#### STEP 3: REVIEW YOUR DIRECT DEPOSIT AND LEAVE BALANCES.

salary increase.



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### ONLY USE THIS FORM IF YOUR CHECK WILL BE MAILED TO AN ADDRESS YOU NO LONGER HAVE ACCESS TO.



GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF FINANCIAL MANAGEMENT TREASURY OPERATION – DISBURSING 301 'C' STREET, N.W. ROOM 1136 WASHINGTON, D.C. 20001

# APPLICATION FOR STOP CHECK PAYMENT (STATEMENT OF CLAIMANT)

DES	SCRIPTION OF CHECK:	DATE	HOME			
AGI	ENCY CHECK NO.	PHONE NUMBER:				
BAI	NK CHECK NO.	HOME				
AM	OUNT OF CHECK	OFFICE				
ISSI	UE DATE:					
VO	UCHER NO.:					
1.	FOR WHAT PURPOSE WAS THE CHECK ISSUE	D?				
2.	CHECK ONE [ ] THE CHECK WAS NOT RE	CEIVED				
	[ ] THE CHECK WAS LOST, STOLEN, DESTROYED AFTER RECEIPT					
3.	IF RECEIVED, WAS THE CHECK ENDORSED?					
	IF "YES" STATE EXACT FORM OF ENDORSEMENT					
4.	STATE THE CIRCUMSTANCES OF THE LOSS OR DESTRUCTION OF THE CHECK IF RECEIVED:					
5.	CLAIMANT NAME:	SSN:				
	ADDRESS (STREET)					
	(CITY)	(STATE)(ZIP)				
	SIGNATURE OF PAYEE OR CLAIMANT	SIGNATURE OF CO-PAYEE (BOTH PAYEES MUST SIGN IF CHECK IS DRAV	VN JOINTLY)			
	DATE RECEIVED	RECEIVED BY				
	RETURN THIS FORM TO THI	E DCPS PAYROLL OFFICE VIA FAX TO (202) 442-5306.				